

Charter School Student Residence Report (DOE-SR)

Version 07.15.09

The purpose of this data collection is to gather student residence information on students enrolled in a Charter School for the current school year. Based on legislation and the rules of the State Board of Education, the count of students will occur on **September 18, 2009**. This collection is still required by state statute.

Audience

This collection is required of Charter Schools only.

Instructions

The required data should be collected, combined into a file, and submitted to the Department of Education through the Application Center. The file may be of any of the formats contained in this document and must contain all the fields in the order described. In addition, the STN number must exist in the STN Lookup. The students reported on the DOE-SR will also be reported on the DOE-ME (Membership) for your school. Since both collections are due during the same collection period, you must submit the DOE-ME for all students, **before** submitting the DOE-SR for all students. Reviewing warnings and correcting errors on the DOE-ME before proceeding to the DOE-SR will reduce the number of errors and warnings on this collection. Any students added to the DOE-ME will also require additions to the DOE-SR. DOE-SR will only be collected during the first period.

Collection Window

The **required collection period** begins **September 18, 2009, 8:00 a.m. through September 30, 2009, 8:00 a.m. (EDT)**, which is the **final** date for submission. During this time you are required to submit the file to the Application Center, review the processing results of the data transfer, and review the reports under Data Verification for accuracy and keep a final copy on file. If there are any errors or inaccuracies you may correct the data and transmit the file again until the end of the collection period.

The **required signoff period** begins **September 30, 2009, 9:00 a.m. through October 2, 2009, 8:00 a.m. (EDT)**. The Office of School Financial Management requires the **Charter School Student Residence Report**, found under Data Verification>Reports, to be **signed by the Superintendent or Administrator** and mailed to their office (see reference section for address). Click on Printable View button to obtain signature line and mailing address. The signed report must reflect the totals in the Application Center. **Any corrections or additions to the DOE-SR data after the report is mailed will require another signed and returned report.**

Charter School Student Residence Report Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1 A	School Number	4	State Assigned School ID of the Charter School Required Field: YES	School building where the student is located
2 B	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student Required Field: YES	Must currently exist in the STN lookup
3 C	Street Address	30	Student's known street address Allowable Characters Are: 0 - 9, A - Z, a - z, # (pound) (Period) and Space Required Field: YES	DOE will compare to Census Mapping for verification of residence No Post Office Box numbers allowed
4 D	City of Residence	20	Student's known city of residence Allowable Characters Are: A - Z, a - z, and Space Required Field: YES	DOE will compare to Census Mapping for verification of residence
5	State of Residence	2	Student's known state of residence Allowable Values Are: IN	Charter school law IC 20-24-8-2(3) states that charter schools cannot enroll students (other than foreign exchange students) who are not residents of Indiana

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References

DOE-ME Membership Data Layout
STN Calendar and Collection Schedules
FAQ – Frequently Asked Questions

Example Data File Formats

Comma Delimited Format

Positional Format



```
<XIF_SRData>
  <School Id="">
    <Student STN="">
      <ResidenceInfo Address="" City="" State="" Zip="" PriorCorp="" />
    </Student>
  </School>
</XIF_SRData>
```

Change History

Version	Change History
07.15.09	Dates updated for 09-10 collection Removed fields 7, 8, and 10 to reduce data redundancy. Grade level, corp of legal settlement, and county of legal settlement are collected on the DOE-ME.

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Version	Change History
	Date changed in Note Field for new field 7 Mailing address changed Data File Formats changed
	Start of 09-10 Collection
09.12.08	Report Signed by Superintendent or Administrator highlighted.
06.18.08	Dates updated for 08-09 collection. Message Center changed to Data Verification Name change for Office of School Financial Management Address change for Office of School Financial Management
	Start of 08-09 Collection
09.18.07	Periods changed in first paragraph, only 1 period will be collected Prior year changed to 2006-2007 on field 9
07.30.07	Due dates changed Removed second and third period collections
	Start of 07-08 Collection
08.31.06	Collection date changed from April 6 to May 1, 2007 per IC 20-19-4-2.
08.14.06	Punctuation changes in instructions
05.30.06	Grade Level added. Collection dates changed.
	Start of 06-07 Collection
09.08.05	Trial period removed. Conflict resolution removed. Reference to DOE-PS removed.
06.23.05	Added conflict resolution
06.16.05	Added second collection dates.
	Start of 05-06 Collection
09.29.04	Out of state and home school values added for field 9
09.09.04	Original Document